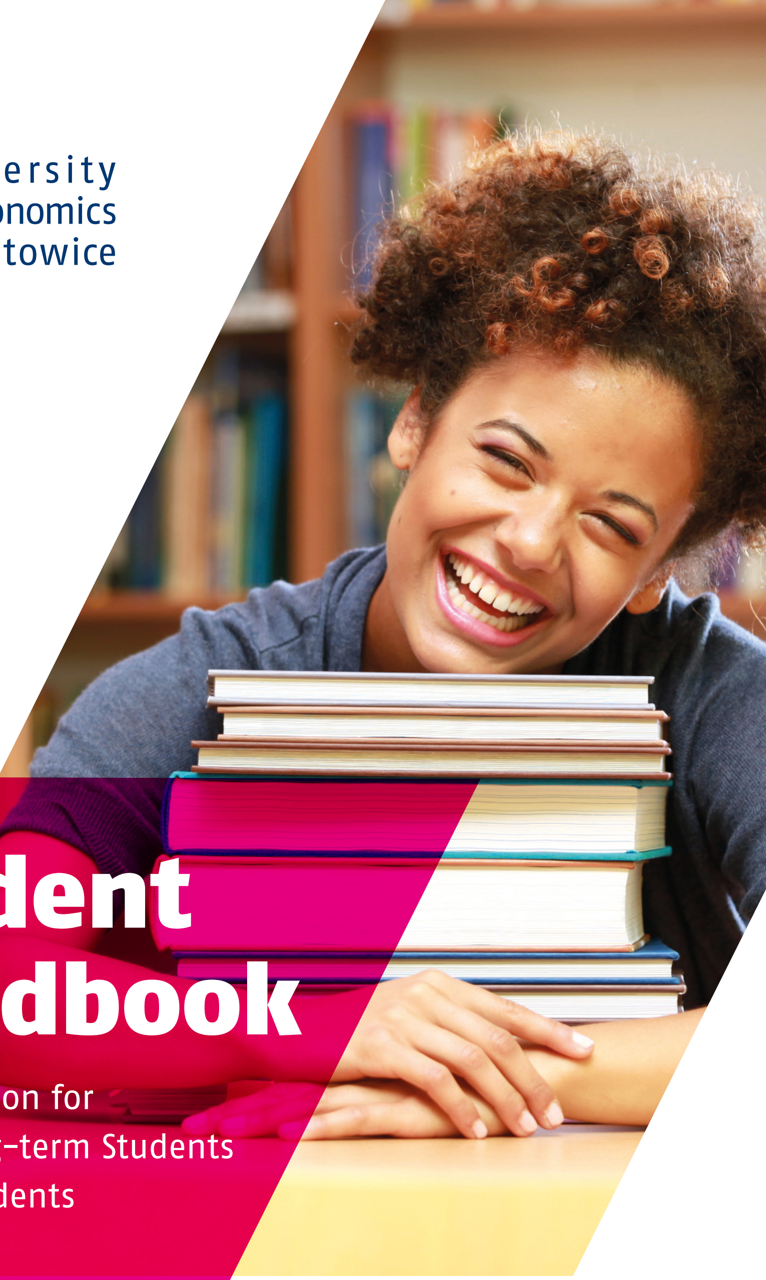
University
of Economics
in Katowice



Student handbook

Practical Information for
International Long-term Students
and Exchange Students

→ www.ue.katowice.pl

Student handbook

Practical Information for International Long-term Students and Exchange Students

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01.

Information about Poland

For students from outside the European Union who come to study in Poland, this may well be the beginning of a fascinating adventure of discovering Europe. Being invited to study in Poland means that you are invited to the European Union, of which Poland is an active member state. We encourage you to discover the European Union, which offers not only varied and interesting cultures and the opportunities associated with strong, innovative economies, but it also provides the very best conditions for successful higher education study in a challenging and friendly atmosphere. With top-quality, internationally recognised degrees, almost no other region in the world can set your career off to such a promising start.

If you live in Europe but you have never had the opportunity to get to know Poland better, you will certainly not be bored. Poland has numbers of beautiful cities like Warsaw, Cracow, Gdansk, Wroclaw, Poznan and of course Katowice. Somebody says that Poland has also one of the best food in the world! Home cooking is very common in Poland and this is one of things that Poland is famous for. You can taste Polish home cuisine at many restaurants and food stalls on the streets.

Poland has beautiful nature, especially mountains and forests, and there are numbers of national parks across the country. The Tatras is the most famous mountain range which is situated across Poland and Slovakia. The highest peak of the mountain (2,499 m) in Poland is located in Zakopane, which is the most popular mountain resort in the country. About an hour away from Katowice there are the Beskid Mountains. It is a traditional name for a series of mountain ranges in the Carpathians, stretching from the Czech Republic in the west along the border of Poland with Slovakia up to Ukraine in the east. There are many interesting mountain routes, paths, streams and rivers. You can take a break from the hustle and bustle of the city life and relax surrounded by beautiful nature.

Facts & Figures about Poland

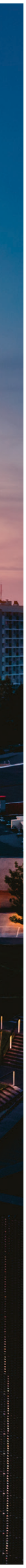
1. **Official name:** Republic of Poland (short form: Poland), Rzeczpospolita Polska (short form in Polish: Polska)
2. **Official Language:** Polish
3. **Location:** Central Europe. Poland borders Germany, the Czech Republic, Slovakia, Ukraine, Belarus, Lithuania and Russia (the Kaliningrad exclave). Its northern border (440 km long) runs along the Baltic Sea coast.
4. **Capital city:** Warszawa (Warsaw: population 1.8 million / Warsaw agglomeration: 3.2 million)
5. **Population:** 40 million. Poland has the seventh largest population in Europe (omitting Russia), and the fifth largest in the European Union.
6. **Time zone:** Poland belongs to the Central European time zone (GMT + 1 hour / UTC + 1 hour), except the time between the last Sunday in March and the last Sunday in October.
7. **Climate:** The Polish climate is moderate continental, with relatively cold winters (from December to March) and hot summers which extend from June to August. January temperatures average −1°C (30°F) to −5°C (23°F). July and August average temperatures range from 16.5°C (62°F) to 19°C (65°F), though some days the temperature can reach even 35°C (95°F) or −20°C (4°F) in winter.
8. **Currency:** 1 zloty (PLN) = 100 groszy (current exchange rates: www.nbp.pl)
9. **Calling code:** + 48; **Internet domain:** .pl

10. **International organisations:** Poland is a member of the European Union (EU), the Schengen Area, North Atlantic Treaty Organisation (NATO), United Nations (UN), International Monetary Fund (IMF), United Nations Educational, Scientific and Cultural Organisation (UNESCO), United Nations International Children's Emergency Fund (UNICEF), World Health Organisation (WHO), World Trade Organisation (WTO), Organisation for Cooperation and Development (OECD) and many others.

Sources: go-poland.pl, jw-webmagazine.com

02.

Small city guide – explore Katowice!



Katowice is not only a home to approx. 300,000 inhabitants, but also the heart of Metropolis GZM (Górnośląsko-Zagłębiowska Metropolia) comprising 41 cities and communes, inhabited by over 2 million people. This industrial rather than touristic city is worth visiting as it is the capital of Upper Silesia and one of the biggest agglomerations in Europe. For tens of years, the growth and progression of Katowice was extremely dynamic due to advantageous natural conditions for development of mining and metallurgical industries, as well as to the development of transport routes. The political transformation of the state after 1989 resulted in deep restructuring processes in the economic life of the town.

Right now, Katowice has become a vast area of investments (infrastructure, highways, banks, research facilities, shopping centres, modern office buildings etc.) attracting businessmen from all over the world. The Katowice Special Economic Zone is the leader among Polish economic zones. Among the biggest investors are OPEL MANUFACTURING POLAND, Japanese Isuzu Motors, Spanish Roca, Mecalux, TMF Group, Capgemini (Cyber Defense Center), Aebi Schmidt, etc.

Katowice – European City of Science 2024

The title of European City of Science 2024 and the organisation of ESOF2024 conference are the consequence of recognising Katowice, University of Silesia and other universities in Katowice as experienced co-organisers and hosts of such global events as e.g. UN Climate Change Conference (COP24), UN World Urban Forum 2022 and Silesian Science Festival KATOWICE. Katowice is the first ever Central and Eastern European city awarded the ECS title. As the European City of Science, Katowice is actually to become the European capital of science!

The institution that awards the title and organises ESOF conference is EuroScience (European Association for the Advancement of Science and Technology). Euroscience is the biggest pan-European association of researchers and scientists.

The consortium of institutions responsible for awarding the title of European City of Science 2024 to Katowice is formed by:

- Karol Szymanowski Academy of Music in Katowice,
- Academy of Fine Arts in Katowice,
- Jerzy Kukuczka Academy of Physical Education in Katowice,
- Silesian University of Technology,
- Medical University of Silesia in Katowice,
- University of Economics in Katowice,
- University of Silesia in Katowice (leader),
- City of Katowice (strategic partner).

Katowice – UNESCO City of Music

Polish capital of the Silesian Voivodeship Katowice has been awarded the status of UNESCO Heart of Silesia – Katowice has become the first Central and Eastern European city to win the title, joining such worldwide known cities as Colombian Bogota, Italian Bologna, Spanish Seville, British Glasgow, Belgic Ghent, Japanese Hamamatsu, German Mannheim and Hanover.

Katowice boasts such prestigious ensembles as the National Polish Radio Symphony Orchestra with its newly-opened concert hall on the Cultural Area of Katowice, the Silesian Philharmonic, Quartet and of course well-known Silesian Choir. Katowice is also the venue of thirty worldwide music festivals.

OFF Festival

The only event of its kind in Europe, the OFF Festival Katowice debuted in 2006 in Mysłowice. Last festivals took place at Valley of Three Ponds (Dolina Trzech Stawów). Artur Rojek, the creator and head of the festival, is determined to support new, challenging, and ambitious music. His festival gives many outstanding artists from around the world a chance to perform in front of Polish audiences for the first time.

Tauron Nowa Muzyka Festival

Tauron Nowa Muzyka Festival has become the first and only outdoor festival to be located in a post-industrial surrounding of a closed down coal mine with its entire infrastructure still intact and available for all visitors. The combination of contemporary music with architectural heritage of our location as well as the entire Upper Silesian Region proved to be a huge success.

Rawa Blues Festival

Rawa Blues Festival is the world’s biggest in-door blues festival. It takes place every year at the beginning of October, in the city of Katowice, Poland. Since its very beginning in 1981, Rawa Blues has become the biggest and with the time also the most recognizable blues event in Poland.

MAYDAY

Electronic music festival, one of the largest, next to the Love Parade and the Liberty Parade. The second Mayday takes place in Dortmund.

Juwenalia Śląskie

Juwenalia is the most important feast for students, which takes place a month before the summer session and is an opportunity to relax before learning by heart at nights. During the event, Mayor of Katowice gives the symbolic keys of the city to students. There are many concerts, shows and parades.

Photo by Radosław Kaźmieczak

Silesian Jazz Festival

The originator of Silesian Jazz Festival is the Institute of Jazz at the Academy of Music in Katowice. In this event, which lasts several days, international jazz stars, Polish classics of the style and the Academy's students take part. The workshops, concerts and sessions are held in clubs, schools and Kościuszko Park.

Photo by Derwisz on photopin.com

Photo by Berwisz on photopin.com

Culture

Theatre of Silesia

Situated in Katowice, the Stanisław Wyspiański Theatre of Silesia is the largest drama scene in Upper Silesia. The theatre building, designed by architect Carl Moritz and opened in 1907, was for the first 15 years used by German theatre. After restoration of Silesia to Poland, in October 1922 the building started being used by the Polish Theatre of Katowice.

The Silesian Museum

The Museum was established in 1929. At the present the museum's collection includes over 75 thousand items, including a valuable collection of Polish paintings (233 works). In 2013-2014 the museum is scheduled for moving to a new building that is being built in the area of the former 'Katowice' mine in Bogucice. The complex will include e.g. two shaft towers and a machine room from 19th century.

Festival Ars Cameralis

Since 1992 in November the city of Upper Silesia has turned into a true Polish cultural centre – Festival Ars Cameralis. The annual event is a series of exhibitions, concerts, performances and literary events. For a few autumn weeks theatres, clubs and concert halls host the largest stars of jazz, folk, rock varieties, photography and painting.

Rondo Sztuki Gallery

The Gallery was built in 2007. The management of its artistic activities has been entrusted to the students of the Academy of Fine Arts in Katowice. The gallery presents the most interesting artistic achievements of Polish and foreign artists (graphic art, sculpture, photography and performance).

The Silesian Philharmonic Orchestra

The Silesian Philharmonic was created in 1945. Its musicians have performed on almost all continents. Apart from classical music, the Philharmonic performs works of contemporary Polish composers.

Katowice Street Art Festival

Every year the streets of the city and the walls of old houses are transformed into the murals by guests of the festival. As the organizers say, street art is the ability to contribute to the city. This event is an attempt to break the inhabitants of everyday life, and to encourage continued exploration of what is seemingly familiar.

The Silesian Library

The Silesian Library holds a status of the main regional public library in the Śląskie (Silesian) Voivodeship. This is why the Library provides help and exercises substantive supervision over activities of the network of public libraries in the Śląskie Voivodeship (815 central and branch libraries).

The Museum of Katowice History

The Museum of Katowice History was established in 1983. It has over 100 thousand exhibits, including documents, photos, paintings, furnishing and utensils of everyday use. The museum presents constant exhibitions ‘History of Katowice 1299–1990’ and ‘In a Bourgeois Tenement House’.

Cinemas

There are many cinemas in Katowice where you can watch the latest movies with subtitles. In Poland, foreign films released in cinemas are usually subtitled, not dubbed. It can be a good option to spend an afternoon or evening with your friends.

Sport & fitness clubs

A healthy body equals a healthy mind! Remember that in

Katowice you can find a lot of gyms and fitness clubs to keep yourself in a good shape. Many new fitness clubs have opened and offer you membership at very good prices (even from 50 PLN per month). It is also worth to find some outdoor gyms near your place which are often free of charge.

Sights

Spodek (the Saucer)

Katowice Spodek (Saucer) is the one of the most famous and recognizable architectural buildings in the world. Its Polish name translates into English as a synonym of ‘spaceship’ (its shape resembles UFO). It hosts many important cultural, sport and business events.

Mariacka Street

Mariacka Street is an iconic meeting place for young people. Every weekend concerts, theatrical performances, film screenings are held. The artists present their projects on the boardwalk.

Nikiszowiec

The miners’ housing estate in Nikiszowiec (built 1920–1924) is a place that best illustrates the Silesian culture. Commonly called ‘Nikisz’, it is a unique example of housing estate with its own bakery, shops, school and church. In the near future Nikiszowiec is going to obtain the status of a historical monument.

Gwiazdy Estate

One of the characteristic part of Katowice is Stars Estate, which was built in 70’s. The estate includes 7 skycrapers, each 81 m tall. All buildings were built on a plan of eight-sided star, this is why the estate is popular called the Stars (in PL: *Gwiazdy*).

Valley of Three Ponds

Valley of Three Ponds (Dolina Trzech Stawów) is the most popular recreation area in Katowice. One pond is a place for bathing, another is reserved for water sports, and several are available for fishing. The park area is also full of marked trails, making it a popular place for running, cycling, hiking, sledding in winter, picnicking and generally relaxing.

Kukurydze Estate

In the north-western part of Katowice you can find the 'Tysiąclecie' Estate which was built in 60'. The characteristic curved balconies make the buildings actually look like corn cobs (in PL: *Kukurydze*).

Giszowiec

Was established in the years 1906–1910 as a residential district for families of miners employed at the 'Giesche' Coal Mine (now 'Wieczorek' Coal Mine). It is a place in south-eastern part of Katowice located 6 km from the city centre.

Silesia Park

Silesia Park in Chorzów is an unsurpassed oasis of green in the heart of Silesian agglomeration in Poland's most highly industrialised region. For more than 60 years, recreational walkers and tourists as well as those wanting to spend their leisure time more actively, have all been able to enjoy what the park has to offer.

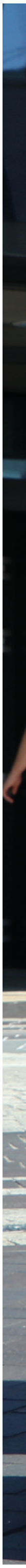
Kościuszko Park

Kościuszko Park is a wonderful park nearest the downtown of Katowice. The main attraction to visit this park is the wooden church of the Archangel Michael (Kościół św. Michała Archanioła w Katowicach), which was saved from destruction in another town and moved to this park.

Learn more about Katowice at: www.katowice.eu/en/en

03.

How to get to Katowice?



Katowice

Thanks to its location in the central part of Europe and a well-developed transport network Katowice can be easily accessed from different corners of the world. The city is situated within a small distance from five European capitals – Berlin, Bratislava, Prague, Warsaw and Vienna.

From Katowice-Pyrzowice Airport

(an IATA airport code KTW)

By bus:

Take the ZTM (Metropolitan Transport Authority) Katowice shuttle bus AP from the airport to the centre of Katowice. The bus stops at the Katowice Bus Station.

Ticket price: single 14 PLN valid 24 hours.
You can buy the ticket from the driver.

More information at:
www.metropoliaztm.pl/en/s/linie-lotniskowe-2022

Private bus company: www.matuszek.com.pl
You can make an online reservation or telephone reservation (+48 32 236 1111)

By taxi:

A taxi from the airport costs approximately 250 PLN if you take the Airport Taxi: www.gtlservice.com.pl/en/taxi/

If you order another company car, it costs from 150 PLN, e.g.:
→ e-taxi24.pl/en
→ echotaxi.com.pl
→ lider-taxi.pl

From Kraków-Balice Airport

(an IATA airport code KRK)

By bus or train:

There are several bus companies (Flixbus, Leo Express, Neobus), which can take you to the centre of Katowice. Another way to get to Katowice is to go to Kraków city centre and then take a train to Katowice or take a UNIBUS/INTERBUS from the main bus station, which will take you directly to the centre of Katowice.

By taxi:

A taxi from Balice to Katowice costs approximately 400 PLN (prior reservation recommended).

From Warsaw Chopin Airport

(an IATA airport code WAW)

Get from the airport to the central train station by bus or train, then take a train to Katowice from the main train station in Warsaw: www.intercity.pl/en/

From other country

By train:

Get to the central train station by bus or train, and then take a train to Katowice. There are direct train connections between Katowice and Ostrava (1,5h), Vienna (5h), Berlin (8h) and Prague (5h).

By coach:

There are low-cost direct coach connections between Katowice and Ostrava, Berlin, Bratislava and Vienna offered by FLIXBUS or Leo Express.

04.

How to get around Katowice?

Uniwersytet
Ekonomiczny
w Katowicach

Public transport

Buses and trams around Katowice – Metropolitan Transport (ZTM).
More information at: www.metropoliaztm.pl/en

Remember that you can use also mobile app 'Jakdojade: public transport' in English version.

Trains – PKP

More information at: www.rozklad-pkp.pl/en

You can search for bus/train connections from Katowice to different cities/countries at: www.en.e-podroznik.pl

How to get to UE Katowice campus?

From Katowice city centre to the university campus (building A, B, C, F, E & L, CNTI, Rectorate)

Take a tram (e.g. line 6, 7, 15, 25) from the tram stop 'Katowice Dworzec PKP' and get off at the tram stop 'Zawodzie Uniwersytet Ekonomiczny' (5 stops, around 10 minutes).

Take a tram (e.g. line 6, 7, 14, 15, 25) from the tram stop 'Katowice Rynek/Teatr Śląski', get off at the tram stop 'Zawodzie Uniwersytet Ekonomiczny' (4 stops, around 7 minutes).

From the university campus to Building N

Take a tram to Katowice city centre and get off at the tram stop 'Katowice Dworzec PKP', then take a bus from the bus stop 'Katowice Dworzec' located underground the train station (e.g. line 9, 12, 46, 632, 689), get off at 'Katowice AWF' stop (2 stops, around 6 minutes), turn into Kominka Street, go down Kominka Street till you get to Adamskiego Street, you will find Building N on your left.

Where to buy a bus/tram ticket

- a 'kiosk' (a booth with tickets, newspapers, tobacco, etc.),
- a ticket vending machine at the bus stop,
- on the bus from a bus driver (not very common in Poland and tickets are more expensive, you have to have an exact amount in cash),
- Transport GZM / application: www.transportgzm.pl/,
- Online application e.g. www.jakdojade.pl/katowice, www.mobilet.pl ,
- Remember to validate your ticket when entering the bus or tram.

City by bike

You can get around Katowice by bike! There are over 50 self-service stations around the Silesia operated by Nextbike.

More information at: www.citybybike.pl/en/

05.

Useful Apps

In Your Pocket City Essentials

(English version / Free download / App Store / Google Play)

In Your Pocket (IYP) has been publishing city guides since 1992. This app combines the local knowledge that has made IYP a trusted name in travel publishing with the technical capabilities of today's smart phones. It is set of essential guides which point the traveller in the direction of what our local editors believe are the most unmissable venues and sights each city has to offer. The App offer full arrival and travel information, ensuring that your trip will go as smoothly as possible.

The In Your Pocket City Essentials App currently covers more than 20 cities. From Gdansk on the Baltic Sea to Johannesburg in South Africa, IYP remains committed to its founding principles: to cover the world with our essential city guides.

The App is free, and what's more carries no advertising.

Jakdojade: public transport

(English version / Free download / App Store / Google Play)

The official application of jakdojade.pl is the basic position for all those travelling by public transport. Convenient navigation in many Polish cities and a place where you can easily buy a ticket.

What will the App give you?

→ current public transport timetables,

→ the most popular public transport connection search engine,

→ convenient mobile buying of city tickets,

→ maps of tram stops, connections and routes, buses, regional railways, trolleybuses and subway,

→ easy and intuitive navigation.

TripAdvisor

(English version / Free download / App Store / Google Play)

The TripAdvisor app uses your location to send you helpful recommendations on nearby places to stay, restaurants, things to do and more. The TripAdvisor mobile app is free and easy to use, allowing you to:

- → Discover and book amazing things to do while you travel, with recommendations from TripAdvisor's global community and local experts on must-do experiences, top places to eat and other nearby hidden gems,
- → Use Trips to save and organize all your favourite travel ideas and see them on a map, so you can plan and book easily, whether you're at home or on the go,
- → Access over 700 million candid traveller reviews and opinions of accommodations, airlines, things to do, restaurants and cruises,
- → Browse videos, photos, Trips and articles from travellers and experts in your personal travel feed,
- → Follow friends and travel experts to get helpful advice and recommendations,
- → Search and book the world's largest collection of tours, attractions and experiences,
- → Modify or cancel most tour, attraction and experience bookings for free,
- → Use Google Pay or PayPal to make tour or activity bookings,
- → Access mobile tickets for booked tours and activities,
- → Get answers from other travellers on your specific travel questions in the TripAdvisor forums,
- → Add your own reviews and photos.

Uber

(English version / Free download / App Store / Google Play)

Uber is a ridesharing app for fast, reliable rides in minutes—day or night. There's no need to park or wait for a taxi or bus. With Uber, you just tap to request a ride, and it's easy to pay with credit or cash in select cities.

Requesting Uber is easy—here's how it works:

- → Just open the app and tell where you're going.
- → The app uses your location so your driver knows where to pick you up.
- → You'll see your driver's picture, vehicle details, and can track their arrival on the map.
- → Payment can be made by credit card, cash in select cities, Android Pay, PayPal, and more.
- → After the ride, you can rate your driver and provide feedback to help us improve the Uber experience. You'll also get a receipt by email.

Bolt (formerly Taxify)

(English version / Free download / App Store / Google Play)

Bolt (formerly Taxify) is a ride-hailing app for requesting a fast and affordable ride. Just tap the button to order a ride, get picked up by a nearby driver, and enjoy a low-cost ride to your destination.

How to request a ride with the Bolt app:

1. Open the app and set your destination.
2. Request a driver to pick you up.
3. See your driver arrive in real-time.
4. Enjoy the ride to your destination.
5. Pay in-app or in cash (available in select countries).

06.

Health insurance

EU/EFTA student

Healthcare in Poland is available for students from EU/EEA countries, provided that they hold valid medical insurance in the national insurance system of their country. A valid passport, student identity card or doctoral student identity card and a valid European Health Insurance Card (EHIC) entitles its holder to medical care free of charge in Poland.

In accordance with the EU/Community rules on the coordination of social security systems based on the European Health Insurance Card (EHIC) anyone temporarily staying in another EU/EFTA state shall be entitled to all the health care benefits in kind, which:

→ are medically necessary, taking into consideration the nature of these benefits and duration of the stay,

→ were provided in order to avoid a situation, wherein the patient would be forced to go back to the territory of the State of affiliation to seek the required treatment.

The EHIC and an identity document have to be produced at the health care facility for verification purposes – directly to the physician or a hospital administration staff member.

Providing the physician with the card identification number alone is not sufficient. A physician has to see the card personally, verify whether the data it contains are compliant with the template specified under the EU rules.

It is necessary to remember that under the rules on the coordination of social security systems, the EHIC only entitles its holder to use the medical care delivered by service providers/physicians who operate within the public health system of the country of stay.

Detailed information on the health care for EU/EEA citizens can be found on the website of the National Health Fund: More information at: www.ekuz.nfz.gov.pl

Non-EU students

Students from non-EU/EEA countries can purchase their own international medical insurance prior to their arrival in Poland. Health insurance taken out with private insurers is provided under terms and conditions specified in an appropriate agreement. Before you decide to take out such an insurance, find out more about the scope of medical services guaranteed under an agreement with a private insurer!

Otherwise they are required to sign a voluntary health insurance agreement with the National Health Fund (Narodowy Fundusz Zdrowia – NFZ) and pay their own insurance fees, which amount to about 15 EUR a month. Under this insurance scheme, students are entitled to free medical care.

NFZ insurance entitles you to free-of-charge health care provided by clinics/hospitals/doctors who have a contract with the Polish National Health Fund (NFZ). The facilities of these health care providers are marked with the NFZ logo.

To this end, students have to go to their local Voivodship branch of NFZ submit the 'Application for taking out voluntary health insurance' [Wniosek o objęcie dobrowolnym ubezpieczeniem zdrowotnym].

In order for a student to be covered under a voluntary health insurance with NFZ, they have to go to their local Voivodeship branch of NFZ with the following documents:

→ a copy of passport, visa, in the case of visa-free travel regime – a confirmation of the last arrival in the territory of the Republic of Poland,

→ confirmation of a registered place of residence within the Republic of Poland,

→ current certificate from the University to confirm the status of a student (to be obtained at the Dean's Office).

The student has to take these documents to NFZ, in order to submit an application and conclude an agreement for voluntary health insurance.

The insurance coverage begins on the day specified in the agreements (not earlier than the date of submitting the application for voluntary health care insurance with NFZ).

The student is required to pay the contribution by the 15th day of the following month (e.g. the contribution for October is paid by November 15).

Additional information may be obtained at NFZ.

Also, all foreign students have the option of purchasing additional accident insurance (ask about the details at the Student Services).

07.

Appointment at the doctor's office

EU student

EU students must obtain the European Health Insurance Card (EHIC) before travelling. It entitles students to medical treatment in Poland on the same conditions as Polish citizens. This card will be necessary to register in the nearest health care centre near the place of stay in Katowice. It is recommended to do the registration as soon as possible after the arrival in Katowice. Please consult the nearest health centre to your accommodation.

Once you have been registered you can make an appointment at the family doctor's office. In case of any emergency you can go directly to the emergency department in any public hospital with your EHIC card.

In case you want to call an ambulance please use the international **emergency number 112 or dial 999**.

Non-EU Students

Before arriving in Katowice, students with non-European nationality must take-out a private health insurance to cover them from their arrival date until the end of their stay in Poland. This will provide the holder with medical coverage during their stay in Katowice.

Before their arrival Non-European students must consult with the insurance company the conditions and procedures to follow in Poland in order to receive medical treatment and how to deal with formalities and financial aspects of a visit to the doctor's office or hospital.

In case you want to call an ambulance please use the international **emergency number 112**.

08.

Visa & residence

EU/EEA citizens

If you are a citizen of the EU member state the only thing you need to have to enter Poland is a valid travel document or a document confirming identity and citizenship (i.e. your national ID).

However, if you wish to travel abroad during your stay in Poland it is a good idea to have a passport with you, as it is necessary to visit some of Poland's neighbours that don't belong to the EU.

For a stay shorter than three months there are no formal requirements. Your studies will however take longer. For such a stay a registration of residence is necessary. You should register with Voivodeship (Provincial) Office within 90 days of your arrival. You will be issued a cost-free certificate of registration with non-limited period of validity proving your right to stay in Poland. For detailed information check out the Voivodeship Office's website.

The documents must be submitted to:
Silesian Voivodeship Office Chancellery in Katowice,
Damrota 16 St,
More information www.katowice.uw.gov.pl/service/gb/important-1

Non-EU/EEA citizens

To enter Poland if you are not the EU citizen you need a valid travel document (passport) and a visa (if required).

Visa

As a general rule you need a visa to enter Poland. Poland is a part of the Schengen zone, so you can apply for a Polish visa and travel all around Europe (excluding the United Kingdom, Ireland, Cyprus, Bulgaria, Romania, Croatia and states outside of the EU).

'D' type visa – a long-term national visa issued for up to one year allowing travel around the Schengen area for up to 90 days in a 180 days period. A visa can only be extended in exceptional situations. Should you need to stay in Poland longer than specified in your visa please do apply for the temporary residence permit

5 steps to get a visa

1. Find a Polish consulate that can process your application.
2. Read carefully ALL the information concerning visa application on the consulate's website and follow ALL the instructions.
3. Set a visa appointment with the consulate.
4. Prepare the necessary documents.
5. Submit all the documents including a printed and signed application form and the visa fee. Your visa application is complete. It will take up to 15 days for it to be reviewed.

For more details, please contact the relevant consular post.

Temporary residence permit

You should apply for a Temporary Residence Permit before your visa expires.

When you receive the permit you will be issued a Temporary Residence Card, an ID card that proves that you have a residence permit. The first residence permit is issued for the period of 15 months. It can be renewed for periods of up to 3 years but for no longer than the remainder of your studies.

You should apply for the Temporary Residence Card when you are legally staying in Poland, which means after you arrive, but before the expiry of your visa.

You can find more information about the temporary residence permit on the Voivodeship Office's website.

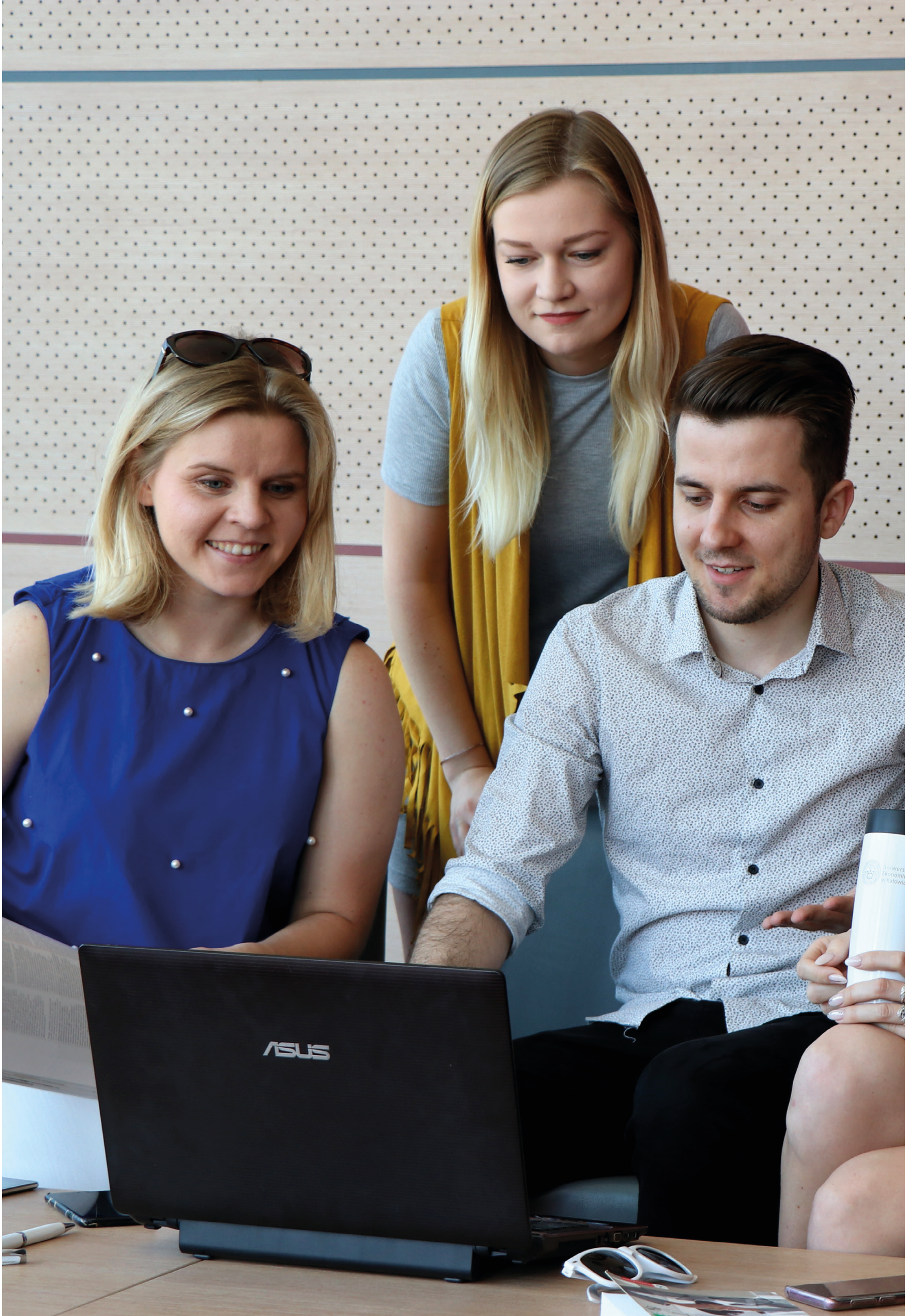
09.

Opening a bank account in Poland

The currency in Poland is Polish zloty. Remember that your bank can charge a commission if you withdraw money in Poland or make a bank transfer. In order to avoid these additional operational costs some students decide to open a bank account in zlotys in one of Polish banks. If you decide to do so you need to go to the nearest bank branch with your ID.

Popular banks in Poland are, among others:

- Alior Bank
- Crédit Agricole
- ING Bank Śląski
- mBank
- Millennium Bank
- Pekao S.A.
- PKO Bank Polski


ASUS

10.

Information about the UE Katowice

University of Economics in Katowice was founded in 1937 and is the biggest and oldest business school in the region, one of the top universities in Poland. Each year about 8 000 Polish and international students follow our degree programmes at the Bachelor, Master, Doctoral and Post-diploma levels.

Our students and graduates mature in a thriving metropolis engage in the development of the region in the course of their professional lives: managing companies, organizing socioeconomics life, taking part in a wide range of business activities.

Our educational offer and lifelong learning programmes attract students from all over the world and from every generation. Due to the balance between academic strength and soft skills in our courses as well as professional career services the employability of our graduates is very high. We cherish relations with our local and international alumni engaging them in many activities on campus and in social media. We are proud to create today's managers for tomorrow's challenges.

Mission

The mission of the University of Economics in Katowice is to provide a modern study offer and high-quality research in respect of selected disciplines, with an academic community that creates and disseminates knowledge and new ideas, and that is open to expert international cooperation.

Values

- → quality,
- → internationalisation,
- → social responsibility,
- → innovation,
- → integrity,
- → excellence.

Vision

The University of Economics in Katowice is the centre of student, academic and business life, and its integrated academic community open to cooperation with the broader environment, creates and disseminates economic and managerial knowledge towards strengthening the scientific, teaching and expert position of the University in the region, the country and abroad.

11.

Welcome Point

Welcome Point is a service center for foreign students, doctoral students and staff, which, in keeping with its motto – "Always welcome", provides a friendly space available throughout the entire period of study or employment.

Welcome Point's main activities include:

- → Being a contact point for all international students and visitors
- → Providing administrative support for faculty members from abroad
- → Assistance in dealing with everyday issues related to life at the University and in Katowice
- → Organization of integration events
- → Implementation of the Uni Buddy Program

Localization:
Bogucicka 3
Building A, room no. 112a

Opening hours:
Monday to Friday: 7:30am–3:30pm

Website:
www.ue.katowice.pl/en/welcome-point

Email:
welcome@ue.katowice.pl

12.

Studying at the UE Katowice

– a bunch of info

Grading system

The grading system used by UE Katowice is based on number scale of 2 (fail) to 5 (excellent). The following grading scale is established:

Grade	**Numerical equivalent**	**Letter equivalent**
Excellent	5,0	A
Very good	4,5	B
Good	4,0	C
Satisfactory	3,5	D
Sufficient	3,0	E
Fail	2,0	FX, F

For student internships a two-grade scale is used: 'credit' – 'no credit'. 'Excellent', 'very good', 'good', 'satisfactory' and 'sufficient', as well as 'credit' are regarded as positive grades, whereas 'fail' and 'no credit' are considered negative.

ECTS credits & exams

Awarding credits during a university course is based on the European Credit Transfer System (ECTS) and the rules laid down in the Academic Regulations. 1 ECTS point = on average 25 hours of student's work.

Forms of testing (final examination, test) are laid down in the course curriculum (syllabus) and should be also explain by the teacher during the first lecture/class.

In the case of subjects with classes or laboratory classes, the examiner evaluating a student's performance also takes into account the learning outcomes achieved at the classes. The method of determining the final grade is specified in the syllabus.

The teacher may set a "zero date" for the examination/final test – that is, the examination before the official examination session.

Your teacher will inform you about the exam/final test date. **Please check the exam dates carefully before you make plans to travel during your stay in Katowice!**

Grades received by students are entered in their academic records and published in the Virtual University system no later than 10 days of the examination or credit date (Long-term Students).

Within 2 weeks of the publication of the examination/final test results, the examiner/teacher is obliged to allow a student an insight into the marked examination/test.

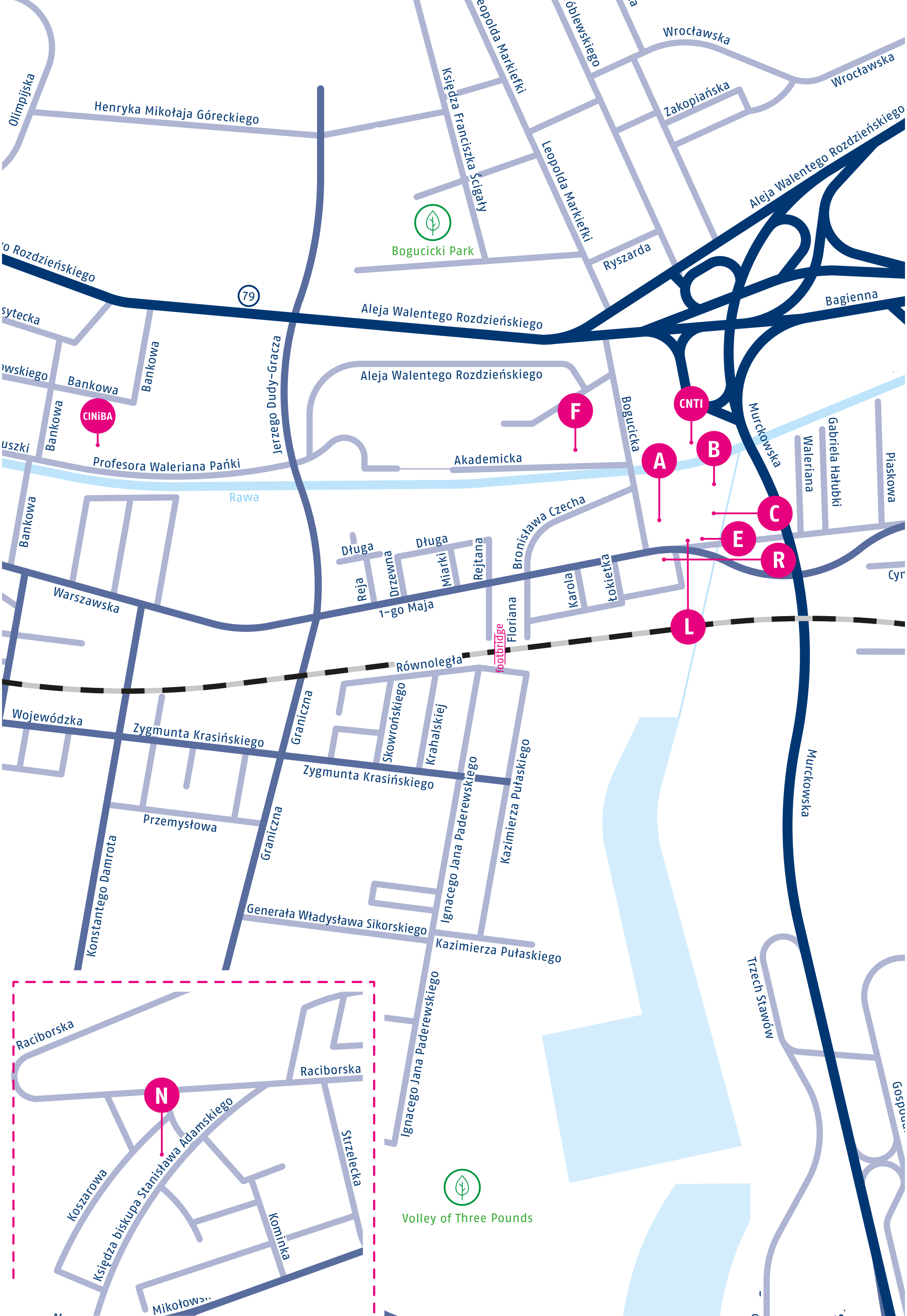
A student has a right to enter for one final test and one examination in each subject in the regular examination period, as well as one retake in each subject in the retake period.

Students' rights and duties

Students' rights and duties are laid down in the Academic Regulations.

A student is obliged to attend classes, laboratory classes, foreign language classes and diploma seminars. Ways of enforcing the duty of attendance and excusable exceptions are determined by the teacher.

Your teacher should inform you about the required study (course) materials that you need and how they can be available.


Olimpijska
Henryka Mikołaja Góreckiego
Leopolda Markiefki
Księdza Franciszka Ścigały
Wrocławska
Zakopiańska
Wrocławska
Aleja Walentego Rozdzieńskiego
Bogucicki Park
Leopolda Markiefki
Ryszarda
Bagienna
o Rozdzieńskiego
79
Aleja Walentego Rozdzieńskiego
sytecka
Bankowa
Bankowa
Jerzego Dudy-Gracza
Aleja Walentego Rozdzieńskiego
F
CNTI
Bogucicka
Murckowska
CINiBA
Bankowa
Profesora Waleriana Pańki
uszki
Akademicka
A
B
Waleriana
Gabriela Hałubki
Piaskowa
Rawa
Bankowa
C
Bronisława Czecha
Długa
Długa
E
R
Cyr
Warszawska
Reja
Drzewna
Miarki
Rejtana
Karola
Łokietka
1-go Maja
Floriana
L
footbridge
Równoległa
Wojewódzka
Zygmunta Krasińskiego
Graniczna
Skowrońskiego
Krahalskiej
Zygmunta Krasińskiego
Ignacego Jana Paderewskiego
Kazimierza Pułaskiego
Przemysłowa
Graniczna
Murckowska
Konstantego Damrota
Generała Władysława Sikorskiego
Kazimierza Pułaskiego
Trzech Stawów
Raciborska
Ignacego Jana Paderewskiego
Raciborska
N
Gospod
Księdza biskupa Stanisława Adamskiego
Koszarowa
Strzelecka
Kominka
Volley of Three Pounds
Mikołows

13.

UE Katowice campus & buildings

Rectorate Building

Building B

Building A

Building E&L

Building C

Advanced Information Technology Centre

The Scientific Information Centre and Academic Library

Building N on Adamskiego Street

14.

Academic calendar 2024/2025

	Winter semester	**Summer semester**
Study period	1 October 2024– –29 January 2025	24 February– –17 June 2025
Exam session	30 January– –12 February 2025	18 June –6 July 2025
Resit exam session	22 February– –14 March 2025	1–20 September 2025

Christmas break: 24 December 2024–6 January 2025

Easter break: 17 April–23 April 2025

Summer holidays: 7 July–31 August 2025

Bank holidays (shops & institutions closed):
Winter semester: 1 November, 11 November, 25 & 26 December, 1 January, 6 January
Summer semester: 21 April, 1 May, 3 May, 19 June, 15 August

Note!

International Business programme has a different session schedule. For detailed information, please search the website or ask at Student Services.

15.
Student Services

(Long-term Students)

University Study-Oriented System (USOS)

Activate your access to the University Study-Oriented System (hereafter referred to as the USOS) at: www.usosweb.ue.katowice.pl/ The USOS holds your personal data and provides information about your academic progress, your payments and your study schedule.

In order to access the USOS for the first time and activate your password, use your PESEL as login and your e-mail address used at admission as e-mail. The system will e-mail you instructions on how to set up a new password. From now on, you'll be able to log in with your e-mail as the username, instead of PESEL.

If you haven't received your proper PESEL yet, please contact the Office for School of Undergraduate and Graduate Studies. They will give you a temporary one, which you can use just for the purpose of activating your USOS access.

Individual banking account & student id card

Check your USOS for your individual banking account number, which you should use from now on to make your study-related payments.

If you would like to receive a student ID card, please, make a transfer of 22 PLN to your banking account number as above. Student Services will order the production of your card once they see the transfer in the USOS.

If you haven't paid your current student fees yet, the USOS will show you any outstanding amount marked in red.

Study schedule

Check your USOS for your student group number and your group's study schedule. The schedule is updated daily, remember to check it for any changes the night before your classes.

University e-mail address

Activate your new e-mail account in the university domain '@edu.uekat.pl'.

This e-mail is required for the purpose of exchanging official information with the Student Services, also called as Dean's Office as well as accessing WiFi and Moodle.

More information at:
https://faq.ci.ue.katowice.pl/

If you have any problems, please contact IT support:
CNTI building IT Centre, room 4/15

Language classes for bachelor students

If you are Bachelor-level student, you need to enroll in the two foreign language classes selected when applying to our university. In order to do that, please, visit the Foreign Language Centre in the first days of the academic year, at its location outside the main campus:

ks. bp. Adamskiego 7,
40-069 Katowice,
Building N (entrance A)

Sports classes for bachelor students

Bachelor-level students need to take sports classes. In order to enroll, visit the Sports Centre coordinator **Mr. Eugeniusz Bronder**, e-mail: eugeniuszbr@ue.katowice.pl.

The Sports Centre office is located in Building C, room 308 or 309.

University Sports Association

If you would like to enroll yourself in any sport classes or university sport team you have to join University Sports Association (AZS – Akademicki Związek Sportowy) and get the membership ISIC card. In order to get the card you need to go to the office of AZS UE Katowice with your student ID and fill in a registration form. The cost of the membership is 80 PLN (approx. 20 EUR, paid in cash in the office).

The office is located on the second floor in Building C, room 206.

You can contact them via their Facebook profile:
KU AZS UE Katowice.

Student services contact

Visit your Student Services in the building A, third floor, room 316 (English programmes) prior to the beginning of the academic year in order to sign your student oath and the student declaration form.

Your Student Services exact location depends on your study program.

Support for the process of educating Long-term Students

Head of Student Services
Marta Hulbój-Niziałek
Bogucicka 3
Room 329, building A
marta.hulboj-nizialek@ue.katowice.pl
+48 32 257 7930

Finance and Accounting for Business
Quantitative Asset and Risk Management
Finance and Accounting for International Business
E-commerce
Dominika Konieczniak
Bogucicka 3
Room 316, building A
40-226 Katowice
dominika.konieczniak@uekat.pl
+48 32 257 7038

International Business
European Master's in Customer Relationship Marketing (MERCURI)
International Master in Intercultural Business (MAGELLAN)
Hanna Myalska
Bogucicka 3
Room 316, building A
40-226 Katowice
hanna.myalska@ue.katowice.pl
+48 32 257 7922

16.

Student Services

(Exchange Students)

Student id card

In order to receive the UE Katowice student ID card, you need to provide us with an electronic passport-format photo and make a payment of PLN 22 ahead of your arrival in Katowice. Your student ID should be ready within the first week of the start of the semester.

Please, remember we can only accept good-quality, formal photos since student card is an official document. Vacation pics won't do!

Learning agreement

Most of our English-taught subjects for exchange students are electives. As such, each of them runs only if the number of students enrolled is high enough. You may need to make changes to your subject list in the case of cancellations. Remember there is a deadline for making the changes. It is usually 2 weeks into the semester and you will be notified of the exact date well ahead of time by e-mail.

Learning agreements and changes hereto need to be uploaded to your Documents section in the onlineenroll application system. We do not process learning agreements by e-mail!

While you are changing your learning agreement, please, remember to always update your subject list in the online application system as well.

Language classes

Language classes available to exchange students, i.e. Polish for beginners and Business English, are run by the Foreign Language Centre located outside the main campus.

In order to enroll in Business English, first you need to have your language level verified by one of our teachers. Their contact hours will be sent to you by e-mail at the beginning of the semester.

Sports classes

University Sports Association

If you would like to enrol yourself in any sport classes or university sport team you have to join University Sports Association (AZS – Akademicki Związek Sportowy) and get the membership ISIC card. In order to get the card you need to go to the office of AZS UE Katowice with your student ID and fill in a registration form. The cost of the membership is 80 PLN (approx. 20 EUR, paid in cash in the office).

The office is located on the second floor in Building C, room 206. You can contact them via their Facebook profile:
KU AZS UE Katowice.

Contact

Administrative matters: International Relations office
Patrycja Świerkot: incoming.katowice@uekat.pl, +48 32 257 7024

Office hours for students:

Monday	10:00 a.m.–1:00 p.m.
Tuesday	10:00 a.m.–1:00 p.m.
Wednesday	closed
Thursday	10:00 a.m.–1:00 p.m.
Friday	10:00 a.m.–1:00 p.m.

Academic matters: Student Service (Dean's Office), School of Undergraduate and Graduate Studies

Head of Student Services
Marta Hulbój-Niziałek
Room 321, building A
marta.hulboj-nizialek@ue.katowice.pl
+48 32 257 7930

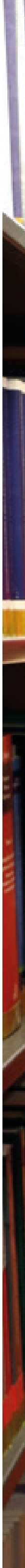
Małgorzata Łyczek
Room 316, building A
malgorzata.lyczek@ue.katowice.pl
+48 32 257 7915

Office hours for students:

Monday	9:00 a.m.–12:00 p.m.
Tuesday	9:00 a.m.–12:00 p.m.
Wednesday	9:00 a.m.–12:00 p.m.
Thursday	11:00 a.m.–2:00 p.m.
Friday	closed

17.

Services at the university campus



Library

At the University of Economics in Katowice you will find two libraries:

- → the Scientific Information Centre and Academic Library (Polish acronym: CINiBA) located 10 minutes from the main university campus,
- → the Specialist Library situated in the Advanced Information Technology Centre (Polish acronym: CNTI).

The CINiBA has the biggest collection of books on social sciences and economics in the Upper Silesia. Except for traditional books and magazines, it also has a collection of digital resources (e-magazines, statistical and photographic databases), on-line and CD-ROM data bases. The information on the resources and services offered by the library is available on: www.ciniba.edu.pl/en/

The Specialist Library of the University of Economics in Katowice is a university-wide unit carrying out scientific, didactic and service tasks. Together with the main library (CINiBA), they form the basis of the University's library and information system. The Specialist Library comprises an open scientific institution which provides services to all interested readers.

Library account

In order to books from the library you need to create your account. On the university website you will find a link to the library's website: bg.ue.katowice.pl.

You need to complete the electronic form and come to the library with your student ID.

IT Services

Account ‘uekat’

All students get their own email account in the domain edu.uekat.pl. In the first days of your stay you will receive to your email a link to activate the account and to set a new password.

If you have any problems, please contact IT support:
CNTI building IT Centre, room 4/15

Moodle Platform

The platform is available at: upl.ue.katowice.pl. Students can log in with their Google account, as it is integrated with uekat.pl domain.

Moodle is also available as a mobile app (Android, iOS), which allows students to:

- → access the course content easily, also offline
- → contact other course participants quickly
- → receive notifications of messages, events or tasks
- → send files from the phone
- → easily track learning progress and see grades

Logging in:
Students have to log in their account at @uekat.pl or @edu.uekat.pl (do not use: ue.katowice.pl) by clicking → ‘log in with Google’

18.

Sport facilities

At the University of Economics in Katowice you can find a gym, a swimming pool and two sports halls.

In order to get more information visit the Sports Centre coordinator Mr. Eugeniusz Bronder, e-mail: eugeniuszbr@ue.katowice.pl.

The Sports Centre office is located in Building C, room 308 or 309.

19.

Accessibility Center

The tasks of the Accessibility Center include: representing the interests of persons with disabilities before the University authorities, the academic community and external entities, in particular:

- taking action to ensure that persons with disabilities are respected and treated properly,
- helping to ensure that persons with disabilities are provided with appropriate conditions for taking entrance, semester and final examinations,
- ad hoc assistance in solving current problems of disabled students, doctoral students and employees of the University,
- keeping records of disabled persons, in compliance with the provisions on the protection of personal data,
- issuing opinions for dean, heads of organizational units of the University and lecturers on organizational and technical difficulties related to the functioning of persons with disabilities,
- representing the interests of disabled students and doctoral students before the University authorities and outside the University,
- initiating and giving opinions on adaptation works in University buildings, including the elimination of architectural and transport barriers and access to information resources in alternative forms of recording (with particular emphasis on the visually impaired, blind, hearing impaired, deaf, etc.),
- providing assistance to all organizational units in solving problems related to the functioning of persons with disabilities at the University, informing about support programs, cultural and scientific events, meetings and events for disabled students and doctoral students, both at universities and those organized by local, national and international centers.

Disabled-friendly University

For several years, numerous activities have been undertaken at University to adapt it to the needs of people with disabilities and to equalize their educational opportunities.

These activities include, among many others:

- regulatory changes,
- financial support (dedicated scholarships),
- assistance of the Rector's Representative for Accessibility and Disability in solving individual problems,
- purchase of specialized equipment and software to facilitate education for people with various health conditions,
- removal of architectural barriers,
- participation in conferences, workshops and courses on topics that address the problems and issues of people with disabilities.

The Rector's Representative for Accessibility and Disability

Maria Gorczyńska, PhD, prof. UE
Phone No. +48 32 257 7960
Email: maria.gorczynska@uekat.pl
Building A, Room No. 106

More information: www.ue.katowice.pl/en/organizational-units/accessibility-center/contact.html

Psychologist

A psychologist helps people deal with their life difficulties and achieve a better quality of life. By talking to a psychologist, a person discovers their unique strengths and resources as well as a range of their skills and competences in order to utilize them in the best way to face life's challenges.

Psychological assistance is suitable for individuals who:

- suffer from mental issues (anxiety, depression, intrusive thoughts, intrusive stress responses),
- due to psychological issues have their body functions affected (eating disorders, sleep disorders, psychosomatic diseases, sexual disorders),
- have difficulties interacting with other people (family and relationship problems, loneliness, life crises),
- want to get to know and understand themselves better so that they can be more satisfied with their own functioning.

Depending on the expectations and needs of the person reporting the issue (from ad hoc help to a fundamental change in patterns of behaviour), psychological assistance can be limited to one or a few counselling sessions or may require a longer course of psychotherapy (from 8–12 sessions to several years).

In case students would feel the need of a psychological counselling, they can visit the university psychologist:

Ewa Smaczny
Phone No. +48 518 094 470
Email: smaczny.psycholog@gmail.com

Duty hours:
Friday: 2:00 p.m.–7:00 p.m.
Saturday: 9:00 a.m.–2:00 p.m.